

TGAnet User Standard Operating Procedures Agency Viewer

1 All User Procedures

If your agency has been chosen to use TGAnet and you have been identified as an employee who will need access, your Primary Local Security Administrator (PLSA) or Local Security Administrator (LSA) will need to create you as a user. You must sign the TGAnet “Rules of Behavior” document and submit it to your PLSA or LSA to be granted access to TGAnet. After your user ID has been created, your user ID and password will be emailed to you.

1.1 Initial Sign In

Regardless of your role, you must sign in for the first time in the following manner:

1. Go to <https://www.twai.gov/TWAIUPS/user/login.jsp>.
2. The system will prompt you to enter your User ID and password.
3. The system will prompt you to enter your password again, and then enter a new password twice (please see the password rules below).
4. When your new password has been accepted, you will be directed to the Treasury User Provisioning Service.
5. Select [Update My Secondary Authentication Answers](#).
6. Enter the answers to the questions provided. (This feature will help you reset your password should you ever forget it.)

1.2 Password Maintenance

To change your password at a later date:

1. Go to <https://www.tganet.gov> and select the Manage Users menu item.
2. Select [Change My Password](#).
3. Follow the system prompts to change your password.

1.2.1 Password Rules

- You must log into the TGAnet application at least every **90 days** or your access will be inactivated on the 90th calendar day since your last access date. Users that have not accessed their TGAnet account for **120 days** will have their access deleted on the 120th calendar day since their last access date. Users that have their access deleted will need to reapply for access through their organization.
- Must be a minimum of 8 characters
- Must include each of the following:

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

- Alphabetic lower-case
- Alphabetic upper-case
- Numeric character
- Maximum of two repeated characters
- An identical password cannot be reused for 10 successive password changes.
- A user has three consecutive attempts to enter a valid password. After the third attempt, the user is locked out and must answer pre-determined secondary authentication questions or call his or her PLSA, LSA or the TGAnet Treasury Support Center 877-255-9033 for validation of user identity and reset of the password.

1.3 TGAnet Contingency

- Should you have an issue accessing TGAnet, review the contingency document at: <http://fms.treas.gov/tganet/related.html> and click on the TGAnet Contingency document.

2 Agency Viewer Procedures

As a viewer you may search deposits, view deposits, search adjustments and view business reports.

- Deposit history should be reviewed daily to verify deposits submitted are confirmed on time by your Financial Institution.

2.1 View Reports

As an agency viewer for your organization, you have the ability to view business reports in TGAnet.